



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Public Health Representative 2, CD [Classified Competitive]</b>			Salary <b>P21 \$56,893.23 - \$80,546.58</b>
Posting Number <b>197-22</b>	Position Number <b>952657</b>	Number of Positions <b>1</b>	Posting Period * From: <b>02/28/2022</b> To: <b>03/14/2022</b>
Location: <b>Division of Epidemiology, Environmental and Occupational Health Vaccine Preventable Disease Program 135 E. State Street, 1st Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Conducts Vaccines for Children (VFC), Assessment, Feedback, Incentive and Exchange (AFIX) and mandatory unannounced site visits throughout the State of New Jersey to evaluate vaccine management, ensure compliance with VFC requirements, assess immunization practices and makes necessary recommendations for improvement. Completes all necessary follow-up material, both in written and in computer application form, in order to have an accurate and complete site visit packet. Must be fluent in computers and use of Microsoft and its applications. Performs necessary follow-up with providers to ensure that identified corrective actions are remediated and re-vaccinations performed if necessary. Is a resource to providers in meeting VFC Program requirements and offers timely education in corrective actions. Becomes versed in NJVFC computer applications (NJIS, CoCASA, PEAR and spreadsheets) and is able to obtain necessary information to conduct duties as set forth above. Is accurate and timely in entering all required data. Conduct investigations into allegations of fraud and abuse, under the direction of the Supervising Public Health Representative. Must be able to lift/carry up to 30 pounds and possess a vehicle for transportation.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Two (2) years of experience in a communicable disease related health or social service program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys, or patient care services.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional services as indicated on a year-for-year basis with thirty (30) semester hours credits being equal to one (1) year of experience.</p> <p><b>NOTE:</b> A Master's degree in Biological Science, Public Health, Public Health Nursing, Social Services, and/or other related subjects may be substituted for one (1) year of experience.</p> <p><b>LICENSE:</b> Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PSTEEOH@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #197-22 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*